

Minutes of the Land Use, Parks and Environment Committee – August 17, 2004

The meeting was called to order at 8:47 a.m. by Chair Kolb.

Present: Chair Walter Kolb, County Board Supervisors Kathleen Cummings, Pauline Jaske, Scott Klein (arrived at 9:05 a.m.), Bill Kramer, Daniel Pavelko, Vera Stroud (arrived at 8:53 a.m.)

Staff Present: Legislative Policy Advisor Mark Mader, Legis. Associate Sandra Meisenheimer

Also Present: Parks and Land Use Director Dale Shaver, Planning & Zoning Manager Dick Mace, Parks System Mgr. Jim Kavemeier, Land IS Mgr. Don Dittmar, Register of Deeds Mike Hasslinger, Programs & Projects Analyst Mike Dunn, Deputy ROD Chris Crouch, Real Property Tax Lister Mary Gormanson

Approve Minutes of August 3, 2004

Motion: Cummings moved, second by Kramer, to approve the minutes of 8/3/04. **Motion carried 5 – 0.**

Stroud arrived at the meeting at 8:53 a.m.

Read Correspondence

Notice of a public informational meeting regarding the Barrett Landfill Site on August 25, 2004 at 7:00 p.m. at the New Berlin City Hall.

Executive Committee Report by Walter Kolb for Meeting of August 16, 2004

Chair Kolb reviewed items that were discussed and/or considered at the last meeting. Senators Alberta Darling and Tom Reynolds were in attendance to discuss legislative issues.

Consider Proposed Ordinance: 159-O-027 Amend the Text of the Town of Mukwonago Zoning Ordinance to Create Section 2.02(69A) and Repeal and Recreate Section 14 as It Relates to the R-3 Zoning District (ZT-1533)

Motion: Kramer moved, second by Stroud, to approve Ordinance 159-O-027 as amended. Mace said the revision in the Town of Mukwonago's ordinance is basically a clarification issue, and it was discussed at length at a previous committee meeting. The following was added to the Town's ordinance: "The proposed construction must be outside of the 100-year floodplain and the first floor must be at least (2) two feet above the 100-year floodplain. NOTE: Any lands within the floodplain are zoned C-1 Conservancy District or EFO (Existing Floodplain Overlay District)." The Town's revised ordinance and the memo from Senior Planner Kathy Moore explaining the issue will be attached to the next County Board agenda of August 24, 2004.

Klein arrived at the meeting at 9:05 a.m. **Motion carried 7 – 0.**

Consider Proposed Ordinance: 159-O-042 Retzer Nature Center Planetarium Lease Agreement

Shaver and Kavemeier were present. Kavemeier explained the ordinance, which authorizes the Parks and Land Use Department to enter into a lease agreement with the Waukesha School District. Under the terms of the lease, the school district will reimburse the county a maximum of \$385,075 for costs related to constructing a planetarium as part of the Retzer Nature Center expansion project. The school district contribution was included as an item in the budget for Capital Project #9805. The lease period runs through 2045. Beginning in 2005, the lease requires an annual payment of \$24,064 (4,149 square feet at \$5.80 per square foot) from the school district for maintenance and insurance of the planetarium and surrounding area. This payment will be adjusted for inflation and

the county's actual cost experience at intervals specified by the agreement. A portion of this annual payment will be set aside by the county via a reservation of General Fund balance to cover future major maintenance projects. Expenditure of those reserve funds will require future County Board action.

To Kolb's concern, Kavemeier explained the "Termination of Lease" section. Kolb asked if the lease is terminated early, does the credit cease? Kavemeier said yes but if there is any net operating loss, the tenant would pay for that. He said the concept was not to lose money but also not to make money. Shaver added that during the negotiations, the school district offered to have their own staff do the maintenance, but the county was not interested in that. Shaver said this will be a county building, and we have a maintenance standard in our parks.

Jaske said this should be presented as a win/win for the residents of Waukesha County for the cooperation between the county and school district.

Motion: Pavelko moved, second by Kramer, to approve Ordinance 159-O-042. **Motion carried 7 – 0.**

Consider Proposed Ordinance: 159-O-043 Department of Parks and Land Use to Request and Accept State of Wisconsin Department of Natural Resources Gypsy Moth Suppression Program

Kavemeier stated that this is the implementation of the Gypsy Moth Suppression Program which is a state run program in cooperation with the federal government for the control of the gypsy moth. A firm has been hired to act as the contact for Waukesha County and county staff established a procedure manual as to how the program will be implemented. This program was approved last year, and this is the second season. There are 18 municipalities participating who may be reimbursed up to 50% or \$105,000. Estimated administrative costs are only \$730 and are eligible for grant reimbursement for up to 50% or \$365. To Cummings concern, Kavemeier said this is not meant to eliminate the gypsy moth but basically to control them. Kavemeier said there are public hearings held for people to voice their concerns about spraying. Residents can be excluded from the spraying area if requested.

Motion: Jaske moved, second by Kramer, to approve Ordinance 159-O-043. **Motion carried 7 – 0.**

Consider Proposed Ordinance: 159-O-044 Appropriate Expenditure Authority to Fund a Land Information Division Fixed Asset Purchase

Motion: Kramer moved, second by Klein, to approve Ordinance 159-O-044. Dittmar stated this ordinance allows for the appropriation of \$15,410 in additional 2004 recording fee revenues and fixed asset expenditures to upgrade three software licenses. He currently has mapping licenses that he runs. There are two types, the majority of which are view only (has 20 to distribute around the county), and there are higher end licenses that allow for editing and manipulating data (4 of these). **Motion carried 7 – 0.**

Register of Deeds Office

Hasslinger, Dunn, Crouch and Gormanson were present.

Update on Status of Budget Objectives and Budget Numbers:

Hasslinger began with a review of their 4 budget objectives.

1. RFP is out on optical character recognition (OCR); tomorrow this goes to the Finance Committee. They will need upgrades in the Oracle database and another piece of software, which will have to be compatible with their imaging systems; should be complete by the end of the year.
2. Have implemented and put into place the touch screen access to all vital records. This is available to the public and working very well.
3. To increase security they put \$45,000 into the office by reconfiguring the interior (two additional work stations added) to not only increase productivity and security for the staff but also to secure access to the vital records. This is complete.
4. Went through RFP process to acquire software to manage the tax file; working with vendor now; complete in 4th quarter.

Overview of Responsibilities and Activities:

Hasslinger reviewed the divisions in his department as detailed in the 2004 budget book: Administrative Services, Cashiering, Tax Listing, Vital Statistics, and Real Estate. The committee asked questions and some discussion followed as each division was explained. Hasslinger stated (showing a graph) that their objective regarding documents processed through their office is 30 days. This is getting documents back to mortgage companies, lenders and property owners. They want the documents coming in to be indexed and available for public inspection within 10 days. There were only 4 days this year that they did not meet those objectives which was at the time when the reconfiguration of their office was going on. The benchmarks they set are well within what was projected.

Tour of Register of Deeds Office:

Hasslinger and his staff offered to take committee members on a tour whenever their schedule allows. Please call or stop in at any time.

Motion to adjourn: Jaske moved, second by Kramer, to adjourn the meeting at 10:56 a.m. Motion carried 7 – 0.

Respectfully submitted,

Pauline T. Jaske
Secretary

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